

LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS

JOB POSTING

Job Title:	Project Director, Waganakising Odawa Career and Technical Education Program
Department:	Education
Reports to:	Education Director
Status:	Exempt
Salary Range:	\$36,121 - \$48,870
Level:	5
Term of Position	Grant funded position: ends December 31, 2016 (Possibility of continued funding)
Opens:	August 23, 2016
Closes:	September 13, 2016

SUMMARY

This grant funded position's role is to provide supervision and service leadership for the career and technical education programs provided by the NACTEP (Native American Career and Technical Education Program) grant. Service leaders put the needs of customers, employees and communities first. In addition to overall fiscal and programmatic management of WOCTEP, this position requires excellent skills in effective and professional communication and relationship-building with students, partners, and program and department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, other duties may be assigned.

- Provide supervision, management, and oversight of program staff including: facilitating weekly program meetings, planning, assigning and directing work, problem solving, coordination of professional development, performance evaluation and staff recognition, supporting staff engagement, staff motivation, and empowerment to perform.
- Relationship-building and creation of collaborative partnerships with internal and external partners including but not limited North Central Michigan College, partnering community resources, appropriate industry and employer representatives, and LTBB programs and departments.
- Coordinate program evaluation, reporting and assessment, including program and fiscal reports required by LTBB and Federal grant obligations to ensure grant goals and objectives are being met.
- Prepare, monitor and maintain program budget including expenditure approval and budget modifications.
- Coordinate student recruitment and retention efforts.
- Coordinate and implement student assistance programs, including financial assistance and student advising related to career and technical education, program enrollment, and course registration.
- Develop and implement assessments of student success and program quality.
- Oversee methods and procedures for record management as required by the NACTEP.

- Comply with Family Educational Rights and Privacy Act (FERPA) as well as tribal and departmental policies regarding confidentiality.
- Coordinate the “Steering Collaborative” which guides the career and technical program.

EDUCATION AND EXPERIENCE

Bachelor’s Degree preferred. Combined education and experience may be considered. The candidate **MUST** have experience in providing supervision, managing, and leading a team. Experience in career and technical education, grant management, budget management, and educational administrative responsibilities is preferred.

OTHER SKILLS AND ABILITIES

- Excellent verbal and written communication skills
- Ability to build a positive team spirit and motivate employees
- Show respect and sensitivity for cultural differences
- Develop innovative and student-centered approaches to education
- Ability to read, analyze and interpret educational periodicals, professional journals, technical procedures and governmental regulations
- Ability to write reports, business correspondence, and procedural manuals
- Public speaking and facilitation skills
- Able to prioritize and plan work activities
- Plan for additional resources
- Set goals and objectives
- Demonstrate accuracy and thoroughness
- Apply feedback to improve performance
- Develop innovative approaches and ideas
- High level of competency with various software packages, including Microsoft Office, Excel or Access, and desktop publishing.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver’s license, reliable transportation, and have an insurable driving record.

COMMENTS

Indian preference will apply. Individual must be able to pass a criminal background investigation.